

ELENA ELLENBERGER

EDUCATION:

VOLGOGRAD STATE UNIVERSITY (RUSSIAN FEDERATION)

Linguistics and Intercultural Communication

- Master of Language Arts / Translation in French and English
- Bachelor of Language Arts in Teaching French and English /Honor Graduate
- Brussels Institute of Translation of Marie Haps/ Scholarship Winner

WORK EXPERIENCE:

STEADFAST HOUSING DEVELOPMENT CORPORATION.

Residential Specialist: Lihue, Hawaii: [REDACTED] – Present

- Supported Housing program administrator for Bridge and Shelter Plus Care programs.
- Providing assistance and support to individuals with Severe and Persistent Mental Illnesses to obtain and maintain independent housing.
- Attending quarterly Continuum of Care meetings

Group Home Managers Team Leader for the island of Kauai: Lihue, Hawaii: [REDACTED] -Present

- Supervision and support of the Island staff managing semi-independent group homes for single adults with Severe and Persistent Mental Illnesses.

LANGUAGE LINE SERVICES

Russian Interpreter: Fort Worth, Texas: [REDACTED]

- Consecutive Interpreter from English into Russian and from Russian into English
- Applied learned language skills to interpret governmental, legal, banking, insurance and medical calls
- Serviced calls of highly confidential nature for National Security
- Assisted emergency first responders and medical personnel with urgent and time sensitive matters
- Fast-Pace Consecutive Interpretation of Russian
- Security clearance for calls with US Border Patrol and Homeland Security - Department of Social Security - Major US and World Banks - US Federal Courts - Medical Industry

DAVID S. IRVIN PHOTOGRAPHY

Quality Controller: Fort Worth, Texas: [REDACTED]

- Collaborated with color-lab technicians in obtaining the best quality of printing of family portraits
- Communicated with the digital specialist checked on the fulfillment and accuracy of the clients' order
- Performed final presentation of the fine art portraits to elite Fort Worth clientele
- Mailed orders at customers' request. Processed payments and put out calls

VOLUNTEER: Gentling Studio & Fine Art Gallery: July 2010 - July 2012

- Maintained fine art gallery and arranged showings and private viewings of famous painters works
- Worked closely with presidential portrait artist on style choices for fine art book project
- Cataloged, preserved, arranged, and displayed large collection of paintings and Meso-American artifact collection